



2011

Homeland Security Grant Program



Guidance and Application Kit

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Governor's Office of Homeland Security

TABLE OF CONTENTS

OVERVIEW	3
FUNDING LEVELS	3
GRANT TIMELINE OVERVIEW	4
ELIGIBLE APPLICANTS OVERVIEW	4
GRANT ALLOCATION PROCESS	5
<i>STATE HOMELAND SECURITY AND CITIZEN CORPS GRANTS</i>	<i>5</i>
<i>URBAN AREAS SECURITY INITIATIVE PROGRAM</i>	<i>6</i>
<i>METROPOLITAN MEDICAL RESPONSE SYSTEM.....</i>	<i>6</i>
FUNDING FORMULAS	7
MINIMUM REQUIREMENTS FOR ALL APPLICANTS.....	7
<i>PROGRAM/GRANT MANAGEMENT REQUIREMENTS</i>	<i>7</i>
<i>PLANNING REQUIREMENTS.....</i>	<i>8</i>
<i>TRAINING REQUIREMENTS.....</i>	<i>9</i>
<i>EXERCISE REQUIREMENTS.....</i>	<i>10</i>
<i>CREDENTIALING REQUIREMENTS.....</i>	<i>12</i>
<i>CRITICAL INFRASTRUCTURE REQUIREMENTS.....</i>	<i>13</i>
<i>COLORADO INFORMATION ANALYSIS CENTER (CIAC) ANALYST REQUIREMENTS.....</i>	<i>13</i>
<i>COLORADO INFORMATION ANALYSIS CENTER (CIAC) REQUIREMENTS.....</i>	<i>13</i>
<i>2011 HOMELAND SECURITY PROGRAM TIMELINE.....</i>	<i>15</i>
APPENDIX B	16
<i>APPLICATION INSTRUCTIONS.....</i>	<i>16</i>
APPENDIX C.....	19
<i>APPLICATION TEMPLATE - REFERENCE</i>	<i>19</i>
APPENDIX D	27
<i>SCORING CRITERIA FOR STATE AGENCY PROJECTS.....</i>	<i>27</i>
APPENDIX E.....	28
<i>2011 SHSP REGIONAL ALLOCATION</i>	<i>28</i>
APPENDIX F.....	29
<i>2011 CCP REGIONAL ALLOCATION</i>	<i>29</i>
APPENDIX G.....	30
<i>2011 COLORADO RISK BASED FUNDING FORMULA</i>	<i>30</i>
APPENDIX H	32
<i>HOMELAND SECURITY COORDINATOR OR PROGRAM MANAGER POSITION REQUIREMENTS</i>	<i>32</i>
APPENDIX I.....	33
<i>ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING MEMO (EHPSM)</i>	<i>33</i>
APPENDIX J.....	47
<i>MATCH DEFINITIONS AND DOCUMENTATION REQUIREMENTS.....</i>	<i>47</i>
APPENDIX K	48
<i>NON-APPROVED COURSE REQUEST FORM.....</i>	<i>48</i>
APPENDIX L.....	51
<i>NON-APPROVED COURSE ATTENDANCE REPORTING FORM.....</i>	<i>51</i>

APPENDIX M	53
<i>STATE/FEDERAL COURSE ATTENDANCE REPORTING FORM</i>	53
APPENDIX N	55
<i>CIAC JOB DESCRIPTION</i>	55
APPENDIX O	56
<i>MEMORANDUM OF AGREEMENT</i>	56

OVERVIEW

The Governor's Office of Homeland Security (GOHS) announces the availability of federal grant funding for the 2011 Homeland Security Grant Program (HSGP). The HSGP is comprised of four interconnected grant programs:

- State Homeland Security Program (SHSP)
- Urban Areas Security Initiative (UASI)
- Metropolitan Medical Response System (MMRS)
- Citizen Corps Program (CCP)

The HSGP is an important part of the coordinated effort to strengthen homeland security preparedness at the state and local levels by implementing the goals and objectives specified in the State of Colorado Homeland Security Strategy.

This document includes grant guidance and requirements for all grant programs. Complete federal guidance may be found online at www.fema.gov/grants. All applicants must adhere to federal requirements identified in the guidance.

Funding Levels

In FY 2011, the total amount of HSGP funds distributed to the State of Colorado is \$11,476,214. The available funding is summarized in the table below.

Colorado 2011 Allocation by Program					
Program	SHSP	UASI	CCP	MMRS	Total
	State Homeland Security Program	Urban Area Security Initiative	Citizen Corps Program	Metropolitan Medical Response System	
Amount	\$5,489,930	\$4,968,954	\$172,251	\$845,079	\$11,476,214

As required by the federal guidance, 80% of the State's allocation will be passed through to regional/local governments (95% of the MMRS Program). The remaining 20% will be available for State agencies. The table below identifies the allocations for both state and local applicants.

Colorado 2011 Allocation - Regions/State Breakdown					
Program	SHSP	UASI	CCP	MMRS	TOTAL
Colorado Funding Allocation	\$5,489,930	\$4,968,954	\$172,251	\$845,079	\$11,476,214
Local Allocation	\$4,391,944	\$3,975,163	\$137,801	\$802,825	\$9,307,733
State Agencies Allocation	\$1,097,986	\$993,791	\$34,450	\$42,254	\$2,168,481

Grant Timeline Overview

Applicants have the option to submit one copy of their “**Draft Application**” by close of business June 3, 2011. **Please note that signatures are not required for draft applications and that draft applications are optional.**

GOHS’ staff will review each draft application for eligibility, completeness, and ensure alignment with the overall mission of the Homeland Security Program within the State of Colorado. Written feedback will be provided to each applicant, and if required, changes/modifications/additional information should be incorporated into the final application.

Applicants must submit a hard copy of their “**Final Application**”, with detailed project and budget information, and an electronic copy by close of business June 15, 2011. The final applications must have original signatures of the Chair of the Regional Board of Directors (or MMRS Director, or UASI Director or State Agency Director), Local Authorized Official, Fiscal Agent and Project Director. **Please note that modifications to final applications will not be allowed after the submission deadline.**

Please submit your application to:

GOHS
Attn: Mandi Johnson
9195 East Mineral Avenue, Suite 234
Centennial, CO 80112

Please email your electronic copy to Mandi Johnson at mandi.johnson@state.co.us

Regions and State Agencies will be awarded grants based on the availability of Homeland Security Grant Funds, SAC recommendations, and Governor’s approval. For a more detailed timeline, please see **Appendix A**.

Eligible Applicants Overview

The table below identified eligible applicants for each program. Please see the grant specific sections for more detailed information.

Programs	Eligible Applicants	# of Applications
State Homeland Security Program (SHSP)	Nine All-Hazard Regions	One per Region
	State departments	One per State Agency
Citizens Corps Program (CCP)	Nine All-Hazard Regions	One per Region
	State departments	One per State Agency
Urban Area Security Initiative (UASI)	City and County of Denver	One from Denver
		One per State Agency
MMRS	City and County of Denver	One from Denver
	City of Aurora	One from Aurora
	City of Colorado Springs	One from Co Springs

Grant Allocation Process

Instructions on how to complete the application template can be found in **Appendix B**. Application must be complete to be considered. A copy of the application is located in **Appendix C**.

STATE HOMELAND SECURITY AND CITIZEN CORPS GRANTS

Regions:

- Regional funding for the State Homeland Security Grant Program and Citizen Corps Grant Program are based on a 100% formula allocation.
- Regional allocations will fund Regional priority projects as outlined in Regional Strategies. Regions are strongly encouraged to provide additional prioritized projects as a part of their application that would be funded in the event that any residual or cost-saving funds are realized from current or previous grant years. GOHS' staff will review each project for compliance, eligibility, and adherence with statewide priorities.
- **Appendices E and F** identify allocation amounts for each Region for both the State Homeland Security Grant Program and the Citizen Corps Grant Program.

State Agencies:

- **All State agency projects will be prioritized on a competitive basis.** A State Agency Review Committee (SARC), comprised of one representative from each state agency that applies for FY 2011 funding, in coordination with the Governor's Office of Homeland Security, will review, prioritize, and recommend funding allocations.
- Please view **Appendix D** for specific metrics that will be utilized to score all State Agency projects.

LETPA Requirements:

The Department of Homeland Security requires that at least 34 percent of SHSP award funds be dedicated to law enforcement terrorism prevention activities. Therefore, each local State Homeland Security Grant Program application and the Denver UASI application must meet this requirement. Eligible law enforcement terrorism prevention activities include the following:

- Establishing, enhancing, and staffing the CIAC
- Paying salaries and benefits for personnel to serve as qualified intelligence analysts
- Information sharing and analysis
- Target hardening
- Threat recognition
- Terrorist interdiction

Citizen Corps Specific Information:

All equipment purchased with Citizen Corps funds must be used for specific preparedness or volunteer training or by volunteers in carrying out their response functions. Expenditures for kits

used in volunteer response (e.g. CERT, or MRC kits) or clothing for official identification must not exceed 30% of the total application. Clothing for official identification includes those items that volunteers are required to wear when engaging in public safety activities or disaster response (e.g. t-shirts for CERT members, baseball caps for Neighborhood Watch/USAonWatch programs).

All public education and outreach materials must include the national or jurisdiction's Citizen Corps logo, tagline, or website. Additionally, all applicants must note that there is a 15% cap on all expenditures for promotional materials: pens/pencils, pins, patches, magnets, souvenir clothing/headwear, etc.

Organizational activities under the Citizen Corps program are limited to 25% of the grantee's CCP funds and include the hiring of full or part time staff or contractors.

URBAN AREAS SECURITY INITIATIVE PROGRAM

The Denver Urban Area may apply for 80% of the State's UASI allocation. State agencies are eligible to apply for UASI funds. Please note that State Agency's projects must directly support the Denver Urban Area. The SAA must prepare an investment that demonstrates how the retained funds will be used to directly support the UASI.

The Department of Homeland Security requires States to ensure that at least 27 percent of their UASI award funds are dedicated to law enforcement terrorism prevention activities. Eligible law enforcement terrorism prevention activities include the following:

- Establishing, enhancing, and staffing the CIAC
- Paying salaries and benefits for personnel to serve as qualified intelligence analysts
- Information sharing and analysis
- Target hardening
- Threat recognition
- Terrorist interdiction

An overview of the Urban Area Working Groups (UAWG) structure and a list of members and their associated jurisdictions must be provided to FEMA along with the grant application. Urban Areas must notify GOHS of any updates to the UAWG structure or membership, of which GOHS must thereafter provide notification to FEMA.

METROPOLITAN MEDICAL RESPONSE SYSTEM

Each of the federally identified MMRS jurisdictions may apply for \$267,608.

State agencies are not eligible to apply for the MMRS funding stream, but are encouraged to participate in the MMRS Steering Committee and other preparedness efforts. GOHS will retain 5% of the total award for management and administration costs.

Grantees must have an inventory management plan prior to procuring pharmaceuticals and equipment with MMRS grant funds. The plan should avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Additionally, purchased pharmaceuticals have to include a budget for the disposal of expired drugs within the period of performance of the FY11 grant. The cost of disposal cannot be carried over to another FEMA grant or grant period.

MMRS Leadership shall ensure that local strategic goals, objectives, operational capabilities, and resource requirements align with State and Urban Area homeland Security Strategies.

Funding Formulas

The allocation amounts for each Region were derived from a risk based funding formula. The formula included elements of Threat, and Vulnerability and Consequence, which are compiled using Threat Data, Population Index, Economic Index, State Infrastructure Index and Geographic Index. For more detailed information on the Risk Based Formula calculations, please see **Appendix G**.

Minimum Requirements for All Applicants

Compliance with all grants' requirements will be determined through a variety of monitoring practices to be conducted by GOHS. If non-compliance activities are identified, the sub-grantee will be notified and given 60 days to rectify the situation. Failure to meet the requirements, after such notice and time, may result in withholding of reimbursement requests.

PROGRAM/GRANT MANAGEMENT REQUIREMENTS

Program Management:

Each Regional applicant must designate a Homeland Security Coordinator, for the SHSP and CCP, to provide grant and program management. Funding for this position may be requested for up to an 18-month period to ensure program support for the period of performance of the grant. Specific job requirements are included in **Appendix H**.

Applicants for the MMRS and UASI programs must also designate a primary Program Manager for program and grant management activities. Specific requirements of this position may also be found in **Appendix H**.

Each State agency applicant must identify a primary point of contact (POC) to assist in the maintenance and implementation of the grant projects. The POC will also be responsible for assisting in the implementation of the State Homeland Security Strategy.

Fiscal Management:

Each applicant (local and State Agency) must identify a fiscal agent. The fiscal agent who will be accountable for the direct management of all awarded Homeland Security Grant Program funds.

Management and Administration:

Each local applicant may apply for up to 5% of their award for Management and Administrative activities.

Environmental and Historic Preservation:

Final applications must include a completed Environmental and Historic Preservation (EHP) form for each applicable project. A sample form is included in **Appendix I** and may be found online at

<http://www.colorado.gov/homelandsecurity>. To determine whether a project requires an EHP review, please visit the Authorized Equipment List (AEL) web site at <http://www.rkb.us>. Each item that triggers EHP requirement will be flagged with a large green box at the top of the screen.

Grantees are responsible for the preparation of the required EHP documents, as well as the implementation of any treatment of mitigation measure identified during the EHP review that are necessary to address potential adverse effects. Grantees may use grant funds toward the costs of preparing such document. The use of grant funds for mitigation or treatment measure, that are typically not allowable expense, will be considered on a case by case basis.

Audit:

Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of States, local governments, and non-profit organizations that expend Federal awards. All non-Federal entities that expend \$500,000 or more in Federal awards in a year are required to submit this audit report within the earlier of 30 days after receipt of the auditor's report, or nine months after the end of the audit period.

Please submit an electronic copy of the report within 30 days after submitting the report to the Federal Government. You can email the report to phil.siu@state.co.us or mail it to the following address:

Governor's Office of Homeland Security
Attn: Phil Siu
9195 East Mineral Avenue, Suite 234
Centennial, CO 80112

PLANNING REQUIREMENTS

In 2010, the Governor's Office of Homeland Security required each of the nine All-Hazards Emergency Management Regions to submit a regional strategy that aligns with and complements the State Strategy. Strategies at the regional level are focused on local needs and priorities and are based on the risks and threats that have been identified through a Threat and Hazard Identification and Risk Assessment (THIRA) process that was most applicable to the region. Regional working groups review and update the strategies each year to ensure that regions remain current in measuring their progress towards achieving prioritized regional goals and objectives, as they work collectively to build a statewide infrastructure of capabilities by applying resources effectively.

All regional applications and projects **must** directly tie to the prioritized capabilities, measures and tasks, outlined in the regional strategy work plan, in order to ensure that funding requests are contributing to accomplishing the long-range goals established by the region.

All state agency applications and projects **must** directly tie to the prioritized capabilities, measures and tasks, outlined in the work plans developed by state agencies and partners, in order to ensure that funding requests are contributing to accomplishing the long-range goals established by the State of Colorado.

Planning requirement applies to all funding streams, including UASI, CCP, MMRS and SHSP. UASI and MMRS applications must tie to the Region within which they are predominantly located.

Additionally, all projects must tie to the State Homeland Security Strategy, posted on GOHS' web site at <http://www.colorado.gov/homelandsecurity>.

All regions and State agencies that receive funding through the State Homeland Security Grant Program are required to participate in annual Capability Assessments, Improvement Planning Workshops and State Training & Exercise Planning Workshops. In order to ensure compliance with Goal 2 of the National Emergency Communication Plan (NECP), annual capability assessments will incorporate performance measures and standards currently outlined in the NECP.

All sub-recipients of grant funds must continue to implement the National Incident Management System and the Incident Command System (NIMS/ICS). Implementation is defined as utilizing NIMS/ICS during events and exercises, and continuing to train on NIMS/ICS.

Activities funded with UASI and SHSP funds must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, response to, or recovery from, terrorism in order to be considered eligible. However, many capabilities, which support terrorism preparedness simultaneously, support preparedness for other hazards. Grantees must demonstrate the dual-use quality for any activities implemented that are not explicitly focused on terrorism prevention.

TRAINING REQUIREMENTS

In order to be considered as an eligible training project, a project must align with one of the 37 Target Capability areas. Federal Guidance now requires that all grantees report the number of people trained in a given capability to support a reported number of defined resource typed teams (e.g., 23 responders were trained in the Structural Damage Assessment Capability to support 5 Type 2 USAR Teams). In order to ensure compliance with this requirement, all HSGP funded trainings **must** utilize CO-TRAIN (www.co.train.org) to manage and track the types of trainings, dates of trainings and attendance at trainings.

States, territories, and Urban Areas may use HSGP funds to develop a homeland security training program. Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance, of training specifically identified under the SHSP, UASI, MMRS, and CCP grant programs and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS, DOT) and must be related to the delivery of, or attendance at, an approved training course. Approved training courses can be found in one of the three DHS/FEMA approved training catalogs (TEI/TO Sponsored, Federal Sponsored or State Sponsored Course catalog at www.firstrespondertraining.gov.)

Allowable training topics include, but are not limited to, CBRNE terrorism, cyber/agriculture/food security, intelligence gathering and analysis, NIMS related training, citizen community and private sector preparedness, public-private partnership, interoperable and emergency communications, and training for volunteers and children and individuals with disabilities in disasters, pediatric medical surge, and evacuation, tracking (including patients), and sheltering with particular emphasis on children, keeping children with parents or guardians, addressing needs of unaccompanied minors, and integrating individuals with disabilities and accessibility and functional needs (i.e., those with language barriers).

Use of HSGP funds for non-DHS approved courses will be reviewed, and may be approved, on a case-by-case basis. The *Non-Approved Course Request Form* must be completed and submitted

to the State Training and Exercise Program Manager at least 45 days prior to the course start date (see **Appendix K**). If approved, the *Non-Approved Course Attendance Reporting Form* must be submitted to the State Training and Exercise Program Manager within 30 days after the course completion (see **Appendix L**).

All State- or Federal-Sponsored Courses require submittal of reports to DHS. Within 30 days after the course completion, the *State or Federal Sponsored Course Attendance Reporting Form* must be submitted to the State Training and Exercise Program Manager (see **Appendix M**).

Training conducted using HSGP funds should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise. Exercises should be used to provide the opportunity to demonstrate and validate skills learned in training, as well as to identify training gaps. Any training or training gaps should be identified in the AAR/IP and addressed in the State or Urban Area training cycle. All training and exercises conducted with HSGP funds should support the development and testing of the jurisdiction's EOP or specific annexes, where applicable.

Allowable Training Costs:

Allowable training-related costs include, but are not limited to, the following:

- **Developing, Delivering, and Evaluating Training** – Includes costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment.
- **Overtime and Backfill** – The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs, are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable.
- **Travel** – Costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants** – Payment of salaries and fringe benefits to full or part-time staff or contractors/consultants must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or awarding agency, whichever is applicable. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 15 percent of the total allocation as specified in section E.6. In no case is dual compensation allowable (see above).
- **Certification/Recertification of Instructors** – States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses that involve training of trainers. This information is contained in Information Bulletin #193, issued October 20, 2005.

EXERCISE REQUIREMENTS

In order to be considered as an eligible exercise project, a project must align with one of the 37 Target Capability areas.

Exercises conducted with FEMA support must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Prior to the execution of any exercises, the State Training & Exercise Manager must be notified by uploading the exercise onto the National Exercise Schedule System on the HSEEP Toolkit. Regardless of exercise type or scope, After Action Reports/Improvement Plans (AAR/IP) are due to the State Training and Exercise Program Manager within 45 days of the exercise. The State will then submit to the Colorado Grants and Preparedness Community of Interest (COI) on the Homeland Security Information Network (HSIN) within 60 days.

HSEEP Guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://hseep.dhs.gov>. The HSEEP Library provides sample exercise materials and templates.

Additionally, all exercises using HSGP funding must be NIMS compliant. More information is available online at the NIMS Integration Center, <http://www.fema.gov/emergency/nims/index.shtm>.

All regions, including the Denver UASI, which receive training and/or exercise funds through the Homeland Security Grant Program, are required to develop a Multi-Year Training and Exercise Plan and Schedule (TEP) through the implementation of a Training and Exercise Plan Workshop (TEPW). The TEP is due to the SAA TPOC within 45 days of the State TEPW so that it may be submitted to the Colorado Grants and Preparedness Community of Interest (COI) on the Homeland Security Information Network (HSIN).

Further, Urban Areas are encouraged to develop a Multi-Year Plan and Schedule that takes into consideration anticipated training needs of the Urban Area for at least the immediate year, with exercises being timed to provide responders the opportunity to utilize training received. Further guidance concerning the Training and Exercise Plan and the Training and Exercise Plan Workshop can be found at <https://hseep.dhs.gov>.

Sub-Grantees are encouraged to include the private sector in exercises to maximize situational awareness and ensure efficient and effective use of all available resources during an emergency.

Allowable Exercise Costs:

Allowable exercise-related costs include:

- **Funds Used to Design, Develop, Conduct, and Evaluate an Exercise** Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Grantees are encouraged to use government facilities to conduct meetings and conferences whenever possible.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants** – Full- or part-time staff may be hired to support exercise-related activities. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 15 percent of the total allocation. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) – whichever is more stringent – must be followed. In no case is dual compensation allowable.
- **Overtime and Backfill** – The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on the design, development, and conduct of exercises, are allowable expenses. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable.

- **Travel** – Travel costs are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of exercise project(s) or HSEEP programmatic requirements as described in the HSEEP website (e.g., Improvement Plan Workshops, Training and Exercise Plan).
- **Supplies** – Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).
- **Other Items** – These costs include the rental of equipment (e.g., portable toilets, tents), food, gasoline, exercise signs, badges, etc.

Unauthorized Exercise Costs:

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances).
- Equipment purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).

CREDENTIALING REQUIREMENTS

All Regions and State agencies that request funds for credentialing programs through the State Homeland Security Grant Program are required to comply with the Colorado First Responder Authentication Credentialing (COFRAC) standards published and maintained by the Colorado Governor's Office of Information Technology (OIT). Recipients of funds must also share unique credential holder identifying information and related knowledge, skills and abilities (KSAs) to the Colorado State bridge, operated by the Office of Information Technology, for interoperability across jurisdictional boundaries. Credentialing exercises must be conducted in accordance with the requirements specified in the Exercise Requirements section.

Additionally, 2011 HSGP funds may be used for the purchase of credentialing program equipment that meets the Colorado State standards outlined in the Colorado First Responder Authentication Credential (COFRAC) Guidance for Tier 1 and Tier 2 credentials. HSGP funds may not be used to purchase credentialing equipment for credentialing systems outside the COFRAC specifications.

For the 2011 grant year, agencies or regions applying for credentialing funds must provide a concept of operations plan that outlines the following:

- Vision for credentialing within a region or agency
- Participating agencies and resource types (please refer to the National Response Framework for list of Emergency Support Function and National Infrastructure Protection Plan categories)
- Total number of first responders within region or agency; number of responders to be credentialed in Year 1, 2 and 3 of grant award (target goal: 100%); list approximate number of responders to be credentialed in each resource type category
- Percent of Tier 1 and Tier 2 cards planned, and a breakout by resource type
- Operational and authority structure within region or agency for credential issuance and knowledge/skill/ability validation within region or agency
- Planned location for all equipment
- Potential partnerships, if any, for equipment usage outside regional or local agencies (e.g., State government agencies, private sector partnerships, neighboring agencies or regional authorities).

Purchases of credentialing equipment with HSGP funding may be used to credential agency or regional response support staff, to include administrative, information technology, management, and building services. These support staff personnel are not required to participate in the state bridge, unless their function is critical for an emergency planning, response, recovery, or COOP/COG function. All other personnel issued a Tier 1 or Tier 2 card must actively be on the bridge, as long as individuals remain resources within said agency or region. Resource is defined as full-time, part-time, contract, or volunteer.

CRITICAL INFRASTRUCTURE REQUIREMENTS

The Governor's Office of Homeland Security strongly encourages the use of the Automated Critical Asset Management System (ACAMS) as a standardized approach to Critical Infrastructure and Key Resource (CIKR) Protection efforts at the local level. Utilizing this system is key to allow local jurisdictions access to the same CIKR sites that GOHS has deemed critical.

Any applicant requesting critical infrastructure protection funding for a specific site, a full ACAMS assessment/entry must be completed and approved by GOHS and Office of Preparedness and Security prior to the purchase of any grant funded items.

COLORADO INFORMATION ANALYSIS CENTER (CIAC) ANALYST REQUIREMENTS

Applicants requesting DHS grant funds for Regional CIAC Analysts must work in close coordination with the Colorado Department of Public Safety, Office of Preparedness and Security (OPS). At a minimum, Regional Analysts will be required to follow minimum standards set forth in **Appendix N**. It is important to note that all analysts will be supervised jointly by OPS and Regional leadership.

A fully executed Memorandum of Understanding (MOU) must be executed between OPS and the fiscal agent prior to the expenditure of any grant funds. A sample MOU may be found in **Appendix O**.

COLORADO INFORMATION ANALYSIS CENTER (CIAC) REQUIREMENTS

Building Prevention and Protection Capabilities

GOHS encourages the use of SHSP and UASI funding to support programs and initiatives that directly support local efforts to understand, recognize, prepare for, prevent, and respond to pre-operational activity and other crimes that are precursors or indicators of terrorist activity, in accordance with applicable privacy and civil rights/civil liberties protections. Such activities include, but are not limited to, development and implementation of Fusion Liaison Officer Programs, the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI), the —If You See Something, Say Something campaign as a component of the NSI, and local efforts. For more information, please see http://www.dhs.gov/xlibrary/assets/fact_sheet_reduce_violent_crime_080310.pdf

Baseline Capabilities

The Baseline Capabilities for State and Major Urban Area Fusion Centers (September 2008) identify the baseline capabilities for fusion centers and the operational standards necessary to achieve each of the capabilities across the National Network of Fusion Centers. Fusion centers, in partnership with the Federal Government, prioritized four critical operational capabilities (COCs)¹,

which align to the steps in the intelligence cycle. During the Baseline Capabilities Assessment (BCA)², fusion centers were assessed on their ability to perform the COCs.

Fusion centers leveraging SHSP and/or UASI grant funds are required to demonstrate, at a minimum, the following fundamental capabilities:

Receive: A written plan, policy or SOP describing fusion center business processes for the receipt, handling, and storage of classified (SECRET) and unclassified information from Federal partners.

Analyze: A written plan, policy, or SOP describing fusion center business processes for assessing the local implications of threat-related information provided by Federal partners (DHS, FBI, etc.) through a formal risk analysis process. This process should determine what critical information needs to be provided to State, local, Tribal, and territorial (SLTT) and private sector partners to support prevention, protection, and other response-related operational planning efforts, and to inform these partners of behaviors and circumstances that may serve as pre-incident indicators of an emerging threat.

Disseminate: A written plan, policy, or SOP describing fusion center business processes for disseminating critical information to SLTT and private sector partners in the fusion center's area of responsibility.

Gather: A written plan, policy, or SOP describing fusion center business processes for gathering locally generated information, participating in the NSI, and sharing pertinent information with the local JTTF for investigation and DHS for further analysis.

Privacy, Civil Rights, and Civil Liberties (P/CRCL) Protections: An approved P/CRCL policy to ensure that P/CRCL protections are in place that are at least as comprehensive as the *ISE Privacy Guidelines*, and that all staff receive training on both the center's P/CRCL policies and 28 CFR Part §23. The development and updating of such policies provide an opportunity to engage the whole community.

Analytic Capabilities

All fusion center analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*. In addition to these training requirements, fusion centers should also continue to mature their analytic capabilities by addressing gaps in analytic capability identified during the fusion center's BCA.

For further detail regarding CIAC Requirements, refer to Department of Homeland Security (DHS) 2011 Federal Guidance.

Appendix A

2011 HOMELAND SECURITY PROGRAM TIMELINE

Date	Activity	Comments
5/19/11	DHS issues the 2011 Grant Guidance	
5/20/11	The State issues the 2011 Grant Guidance	
As needed	Grant Application Development - Technical Assistance Workshop	GOHS staff will meet with any region that requests assistance in completing their application.
6/3/11	OPTIONAL DRAFT Applications Due	
6/3/11-6/8/11	GOHS Review of all Draft Projects	
6/8/11	Draft Project Feedback to applicants	GOHS' staff and SME provide feedback
6/15/11	FINAL Applications Due (one hard copy and an electronic copy)	All Applications for MMRS, SHGP, CCP and UASI for all Regions and State Agencies are due
6/16/11	State Agency Review Committee (SARC) Convenes, reviews and prioritizes all state agency projects	All state agencies that submit an application must participate on the SARC
6/20/11	Investment Justification Development and Final HSGP Grant application submitted to FEMA	GOHS' staff
7/2011	Grant Process AAR	
10/2011	Grant Contracts Issued	All awards are finalized and issued to Regions and State Agencies

APPENDIX B

APPLICATION INSTRUCTIONS

OPTIONAL HSGP Draft Applications:

Draft applications must be received at GOHS no later than 5:00 pm on June 3, 2011. Late applications will not be accepted. Electronic copy can be emailed to Mandi Johnson at mandi.johnson@state.co.us. **Draft applications do not require official signatures.**

HSGP Final Applications:

Hard copy must be received at GOHS no later than 5:00 pm on June 15, 2011. Late applications will not be accepted. Additionally, an electronic copy must be emailed to Mandi Johnson at mandi.johnson@state.co.us. **Final application must have original blue ink signatures on the signature page.**

Please submit the application to: GOHS
9195 East Mineral Avenue, Suite 234,
Centennial, CO 80112

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE GRANT APPLICATION

HELPFUL INFORMATION:

- **DO NOT copy or submit the Instructions, AEL, Key Worksheet, and Subcategory tabs. Copy the application only** – one-sided copies. All copies should be stapled in the upper left hand corner.
- **DO NOT attach cover letters to original or copies.** It is not necessary to include a cover letter. If you do include a cover letter, do not put information in the letter that is not found in the application. Cover letters are not reviewed with the application.
- **DO NOT place applications in binders or folders.**
- **DO NOT use a font size smaller than 10 points.**
- **DO NOT exceed the space provided for your responses.**
- **DO NOT add or delete any questions or fields in the application document.**

SECTION A: APPLICANT INFORMATION

- 1) **Homeland Security Grant Program:** Select one Homeland Security Grant Program (HSGP) that the Project(s) in the Application are being requested under (i.e. Citizen Corps Program, State Homeland Security Program, Metropolitan Medical Response System, Urban Area Security Initiative)

- 2) **Region/Agency:** Select the appropriate Region or State Department for the Grant Application.
- 3) **FEIN#:** Your Federal Employer Identification Number (FEIN) is a nine-digit number used by your finance department for filing and paying various withholding and social security taxes to the Internal Revenue Service (IRS). It is also referred to as a Tax Identification Number (TIN).
- 4) **Applicant Agency:** This is the Agency that will administer the funds, if received (i.e. Fiscal Agent).
- 5) **Address:** Address for the Applicant Agency.
- 6) **Total Funds Requested:** This field will auto populate.

SECTION B: SIGNATURE PAGE

- 1) **Authorized Official:** The individual who is authorized to enter into legal contracts on behalf of the Applicant Agency. The Authorized Official must be a person other than the project director or the financial officer.

In local units of government, the Authorized Official is usually the city council president or city manager, district attorney, mayor and/or chair of county commissioners.

At the state level, the Authorized Official is the state agency director.

For private non-profit agencies, the Authorized Official is the Chair of the Board of Directors.

NOTE: If someone other than the Authorized Official as described above has been delegated as the person who can enter into contractual agreements, such as this grant application, you must provide official documentation of such delegation (such as bylaws or resolutions) immediately following the signature page.

- 2) **Fiscal Agent (Financial Officer):** Enter the name, position/title (as related to the applicant agency), telephone, FAX, and email address of the Financial Officer. The Financial Officer is the person who will be responsible for fiscal matters relating to the project and is ultimately in charge of accounting, management of funds, verification of expenditures and grant financial reports. This must be an individual other than the project director or authorized official.
- 3) **Project Manager (Regional Coordinator):** Enter the name, position/title, agency, address, telephone, FAX, and email address of the Project Manager. The Project Manager is the individual who will oversee the day-to-day management of the grant project. The Project Manager must be a person other than the authorized official or the financial officer.
- 4) **Chair of Regional Board of Directors:** Enter the name, position/title, agency, address, telephone, FAX and email address of the Chair of the Regional Board of Directors.

SECTION C: CERTIFICATIONS

The Certified Assurances are state government requirements for these funds. By signing the application, the applicant certifies that he/she has read and will abide by the Special Provisions and Certified Assurances. Any questions should be directed to the staff at GOHS.

SECTION D: REGIONAL OVERVIEW

- 1) Review and update the information as needed. Provide a high-level overview (no more than 1 page) that describes the current state of the Region. This should include the methodology used to determine priorities. Only one Regional overview is required per program application (for example, one per CCP application, one per SHSG application.)

SECTION E: PLANNING SCENARIOS

- 1) **Planning Scenarios :** Review and update the information as needed

PROJECT NARRATIVE

- 4) **Project Title:** Enter a short, but descriptive, title specific to the proposed project.
- 5) **Brief Project Summary:** Summarize in two or three sentences what activities will be implemented and what will be accomplished by this Project. Keep in mind that this summary will be posted on the GOHS website. It should be clear, succinct, and suitable for a press release.

STATE HOMELAND SECURITY STRATEGY

- 6) **Target Capabilities:**
 - A) **Primary Target Capability:** Select ONE Primary Capability that this Project supports.
 - B) **Primary Measure Letter:** Select ONE Primary Measure Letter that this Project supports.
 - C) **Quantitative Capability Impact:** select the appropriate score for the current, expected, and desired score.
- 7) **State Homeland Security Strategy Linkage:** **Select** the State Homeland Security Strategy Goals and Objectives that this project supports. Please reference relevant Goal and Objectives numbers in the Strategy. The State Strategy may also be found at <http://www.colorado.gov/homelandsecurity> .
- 8) **Regional Strategy Linkage:** Enter the regional strategy that this project supports.
- 9) **Investment Justification:** Please describe the project that will be supported with these funds. Provide a complete description of the Project, and its objectives. This will be used as the Project Statement of Work (SOW) and should not include vendor names. Include in this description whether this is a new or ongoing Project. Describe only the Project for which you are requesting funding.


M&A

NOTE: STATE AGENCIES ARE NOT ELIGIBLE FOR M&A

- 10) **Description of M and A for which funds are being requested:** Provide a brief overview of what management and administration funds will be used for in terms of grant management.

APPENDIX C

APPLICATION TEMPLATE - REFERENCE

STATE OF COLORADO	
GOVERNOR'S OFFICE OF HOMELAND SECURITY	
	
2011 HOMELAND SECURITY GRANT PROGRAM APPLICATION	
SECTION A: APPLICANT INFORMATION	
1. Homeland Security Grant Program:	State Homeland Security Program (SHSP) ▼
2. Region:	Other ▼
3. FEIN #:	
4. Applicant Agency:	
5. Address:	
6. Total funds requested:	\$0.00
<p>*** Application Is Due by COB 06/15/2011 ***</p> <p>Submit one signed original application (please enter "2011 HLS Application" on the envelope) and an electronic version of your application to:</p> <p>Mandi Johnson mandi.johnson@state.co.us 720.852.6749 Governor's Office of Homeland Security 9195 E. Mineral Avenue, Suite 234 Centennial, CO 80112-3549</p>	

SECTION B: SIGNATURE PAGE

ORIGINALS SIGNATURES REQUIRED

Please sign in BLUE ink

The Subgrantee and responsible signatories certify by signing that they have read the Application including the Grant Requirements, and are fully cognizant of their duties and responsibilities for this project. The Subgrantee understands and agrees that any subgrant award received as a result of this application shall incorporate by reference the information contained herein. Responsibility for narrative and fiscal reporting requirements are delegated to the designated Authorized Official (Project Director), who will sign all such reports.

1. Authorized Official

Name		
Position		
Agency		
Mailing Address		
City, State, Zip		
Telephone #		
Fax #		
E-mail Address		
Signature		Date

2. Fiscal Agent (Financial Officer)

Name		
Position		
Agency		
Mailing Address		
City, State, Zip		
Telephone #		
Fax #		
E-mail Address		
Signature		Date

3. Project Manager (Regional Coordinator)

Name		
Position		
Agency		
Mailing Address		
City, State, Zip		
Telephone #		
Fax #		
E-mail Address		
Signature		Date

4. Chair of Regional Board of Directors (if applicable)

Name		
Position		
Agency		
Mailing Address		
City, State, Zip		
Telephone #		
Fax #		
E-mail Address		
Signature		Date

SECTION C: CERTIFICATIONS

CERTIFICATION OF COMPLIANCE WITH REGULATIONS OFFICE FOR CIVIL RIGHTS, OFFICE OF JUSTICE PROGRAMS for Subgrants Issued By The Colorado Governor's Office of Homeland Security

INSTRUCTIONS: Complete the identifying information in the table below. Read the form completely, **identifying the person responsible for reporting civil rights findings and checking only the certification under Section II that applies to your agency.** Ask your Authorized Official for this certification to sign page 3 below and send the signed original form to the Governor's Office of Homeland Security, 9195 East Mineral Ave. Ste. 234, Centennial CO 80112.

Subgrantee Name (Fiscal Agent or Applicant Agency)	
Address	
Authorized Official Name and Phone Number	
Authorized Official for reporting civil rights findings of discrimination Name and Phone Number	

AUTHORIZED OFFICIAL'S CERTIFICATION: As the Authorized Official for the above Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

I. REQUIREMENTS OF SUBGRANT RECIPIENTS: All subgrant recipients (regardless of the type of entity or the amount awarded) are subject to prohibitions against discrimination in any program or activity, and must take reasonable steps to provide meaningful access for persons with limited English proficiency.

I certify that this agency will maintain data (and submit when required) to ensure that: our services are delivered in an equitable manner to all segments of the service population; our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 *et seq.*; our projects and activities provide meaningful access for people with limited English proficiency as required by Title VI of the Civil Rights Act, (*See also*, 2000 Executive Order #13166).

I also certify that the person in this agency or unit of government who is responsible for reporting civil rights findings of discrimination will submit violation(s), if any, to the Governor's Office of Homeland Security within 45 days of such violation(s), and/or if the violation(s) occurred prior to the grant award beginning date, within 45 days of the grant award beginning date. A copy of this Certification will be provided to this person, as identified here:

II. **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATIONS:** Check one appropriate box (A, B, C1 or C2 below) that applies to this subgrantee agency during the period of the grant duration noted above.

☐

CERTIFICATION "A" (NO EEOP IS REQUIRED if (1), (2) or (3) below applies.)

This is the Certification that most non-profits and small agencies will use. More than one may apply.

This funded entity has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Office of Domestic Preparedness over an 18-month period that includes the above grant duration period, and

____ (1) is an educational, medical or non-profit institution or an Indian Tribe; and/or

____ (2) has fewer than 50 employees; and/or

____ (3) was awarded through this grant from the Governor's Office of Homeland Security less than \$25,000 from the U.S. Office of Domestic Preparedness.

Therefore, I hereby certify that this funded entity is not required to maintain an EEOP, pursuant to 28 CFR 42.301, et seq.

☐

CERTIFICATION "B" (EEOP MUST BE ON FILE)

This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from the Governor's Office of Homeland Security, more than \$25,000, but less than \$500,000 in federal U.S. Office of Domestic Preparedness. Also, it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Office of Domestic Preparedness over an 18-month period that includes the above grant duration period. Therefore, I hereby certify that the funded entity has formulated and Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E. that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file for review or audit by officials of the SAA, as required by relevant laws and regulations.

☐

CERTIFICATION "C1" (EEOP MUST BE ON FILE)

This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from the Governor's Office Of Homeland Security, more than \$500,000 in federal U.S. Office of Domestic Preparedness, but, it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Office of Domestic Preparedness over an 18-month period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity will submit, with the Homeland Security application, an EEOP or and EEOP Short Form, that will include a section specifically analyzing the subgrantee (implementing) agency.

☐

CERTIFICATION "C2" (EEOP MUST BE ON FILE)

This funded entity, having 50 or more employees, has been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice, including this subgrant from the Governor's Office of Homeland Security, over an 18-month period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity will submit, with the Homeland Security application, an EEOP or an EEOP Short Form, which will include a section specifically analyzing the subgrantee (implementing) agency.

As the authorized Official for the above Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

Authorized Official's Signature (Director of Human resources department)

Typed Name

Date

Title

SECTION D: REGIONAL OVERVIEW

1. Regional/Agency description and investment prioritization process

Information will be entered by GOHS

SECTION E: PLANNING SCENARIOS

1. Regional/Agency planning scenario 1

Information will be entered by GOHS

2. Regional/Agency planning scenario 2

Information will be entered by GOHS



Governor's Office of Homeland Security 2011 Homeland Security Grant Program

PROJECT 1

1. Region: Other
2. Applicant Agency:
3. Grant Program: State Homeland Security Program

PROJECT NARRATIVE

4. Project Title: test for project title
5. Brief project summary (this summary will be posted on GOHS' web site)

STATE HOMELAND SECURITY STRATEGY

6. Target Capability
- A. Primary target capability
- B. Primary measure letter
- | | current score | expected score | desired score |
|---|---------------|----------------|---------------|
| Quantitative Capability Impact - Regional | | | |
| Quantitative Capability Impact - Jurisdiction | | | |
7. State homeland security strategy linkage
8. Regional strategy linkage
9. Investment Justification

Applicant Region:	Other	Agency:	
Grant Program:	State Homeland Security Program		
Project Number:	1	Project Type:	Baseline <input type="button" value="v"/>
Project Title:			

Budget Summary										Total Project Request
									Planning	\$ -
									Organization	\$ -
									Equipment	\$ -
									Training	\$ -
									Exercise	\$ -
									Total	\$ -

Line Item	Specific Jurisdiction	Subcategory	Discipline	Expenditure Description	AEL #	LETPA	EHP	Personnel Activity	Quantity	Unit Cost	Total
-----------	-----------------------	-------------	------------	-------------------------	-------	-------	-----	--------------------	----------	-----------	-------

Solution Area: PLANNING

1											\$ -
2											\$ -
3											\$ -
4											\$ -
5											\$ -
6											\$ -
7											\$ -
8											\$ -
9											\$ -
10											\$ -
Subtotal:										\$	-

Solution Area: ORGANIZATION

1											\$ -
2											\$ -
3											\$ -
4											\$ -
5											\$ -
Subtotal:										\$	-

Solution Area: EQUIPMENT

1											\$ -
2											\$ -
3											\$ -
4											\$ -
5											\$ -
6											\$ -
7											\$ -
8											\$ -
9											\$ -
Subtotal:										\$	-

Solution Area: TRAINING

					DHS Course #						
1											\$ -
2											\$ -
3											\$ -
4											\$ -
5											\$ -
Subtotal:										\$	-

Solution Area: EXERCISE

1											\$ -
2											\$ -
3											\$ -
4											\$ -
5											\$ -
Subtotal:										\$	-

APPENDIX D

SCORING CRITERIA FOR STATE AGENCY PROJECTS

Reviewers will score each project based on the following five criteria for a possible total of 100 points:

Project Priority Within the State Agency's List – 10 Points

Priority #1:	10
Priority #2:	8
Priority #3:	6
Priority #4:	4
Priority #5:	2
Priority #6 and greater:	0

Prioritized Capability – 10 Points

Yes:	10
No:	0

Quantitative Capability Impact - State Agency Level – 15 Points

Score increase of 4 points or higher:	15
Score increase of 3 points:	10
Score increase of 2 points:	8
Score increase of 1 point:	5
No score increase:	0

Quantitative Capability Impact - Statewide Level – 25 Points


Score increase of 4 points or higher:	25
Score increase of 3 points:	20
Score increase of 2 points:	15
Score increase of 1 point:	10
No score increase:	0

Investment Justification – 40 Points:

Explanation is well justified, reasonable and specifically explains the need for the project:	40
Explanation is reasonable and appears to be within the general scope of the project:	30
Explanation provides minimal information and requests do not tie directly to the project:	20
Explanation does not provide enough information:	10


APPENDIX E

2011 SHSP REGIONAL ALLOCATION

<div>  <div> Governor's Office of Homeland Security 2011 SHSP Target Allocation </div> </div>																
Colorado 2011 SHSP Funding		\$5,489,930														
80% Regional Allocation (Includes M&A)		\$4,391,944														
20% State Portion (Includes M&A)		\$1,097,986														
Regions Total Projects Allocation		\$4,172,347														
Regions Total M&A Allocation		\$219,597														
2011 SHSP Total Allocation	% Threat	Threat	% Population Index	Population Index	% Population Density	Population Density	% Asset & Infrastructure Index	Asset & Infrastructure Index	% Geographic Attribute & Security Index	Geographic Attribute & Security Index	% Economic Index	Economic Index	Program Base	Total Projects	Total M&A	Regional Total
		19.77%		9.89%		9.89%		9.89%		3.30%		13.19%	34.07%			
NORTH CENTRAL	60.28%	\$497,233	55.23%	\$227,904	87.46%	\$360,899	48.89%	\$201,742	21.84%	\$30,071	70.10%	\$385,783	\$157,947	\$1,861,575	\$97,978	\$1,959,553
NORTH EAST	7.50%	\$61,865	12.74%	\$52,571	2.60%	\$10,729	15.70%	\$64,785	18.39%	\$25,321	8.55%	\$47,053	\$157,947	\$420,272	\$22,120	\$442,391
NORTH WEST	4.01%	\$33,077	7.47%	\$30,825	2.07%	\$8,542	7.41%	\$30,577	8.05%	\$11,084	2.90%	\$15,960	\$157,947	\$288,011	\$15,158	\$303,170
SAN LUIS VALLEY	1.28%	\$10,558	0.97%	\$4,003	0.53%	\$2,187	1.87%	\$7,716	3.45%	\$4,750	1.15%	\$6,329	\$157,947	\$193,491	\$10,184	\$203,674
SOUTH	5.93%	\$48,915	4.75%	\$19,601	1.27%	\$5,241	5.46%	\$22,530	14.94%	\$20,571	2.75%	\$15,134	\$157,947	\$289,938	\$15,260	\$305,198
SOUTH CENTRAL	18.17%	\$149,879	13.86%	\$57,193	4.34%	\$17,909	13.14%	\$54,222	14.94%	\$20,571	11.10%	\$61,087	\$157,947	\$518,807	\$27,306	\$546,112
SOUTH EAST	1.58%	\$13,033	1.00%	\$4,126	0.40%	\$1,651	2.66%	\$10,976	3.45%	\$4,750	1.15%	\$6,329	\$157,947	\$198,812	\$10,464	\$209,276
SOUTH WEST	0.48%	\$3,959	1.89%	\$7,799	0.60%	\$2,476	1.97%	\$8,129	10.34%	\$14,237	1.15%	\$6,329	\$157,947	\$200,876	\$10,572	\$211,448
WEST	0.77%	\$6,352	2.09%	\$8,624	0.73%	\$3,012	2.90%	\$11,967	4.60%	\$6,334	1.15%	\$6,329	\$157,947	\$200,564	\$10,556	\$211,120
TOTAL	100.00%	\$824,873	100.00%	\$412,645	100.00%	\$412,645	100.00%	\$412,645	100.00%	\$137,687	100.00%	\$550,333	\$1,421,523	\$4,172,347	\$219,597	\$4,391,944

APPENDIX F

2011 CCP REGIONAL ALLOCATION

<div>  <div> Governor's Office of Homeland Security 2011 CCP Target Allocation </div> </div>																
Colorado 2011 CCP Funding Allocation (100%)				\$172,251												
80% Regional Allocation (includes M&A)				\$137,801												
20% State Portion (includes M&A)				\$34,450												
Regions Total Projects Allocation				\$130,911												
Regions Total M&A Allocation				\$6,890												
2011 CCP Total Allocation	% Threat	Threat	% Population Index	Population Index	% Population Density	Population Density	% Asset & Infrastructure Index	Asset & Infrastructure Index	% Geographic Attribute & Security Index	Geographic Attribute & Security Index	% Economic Index	Economic Index	Program Base	Total Projects	Total M&A	Regional Total
		0.00%		56.60%		0.00%		0.00%		0.00%		0.00%	43.40%			
NORTH CENTRAL	60.28%	\$0	55.23%	\$40,923	87.46%	\$0	48.89%	\$0	21.84%	\$0	70.10%	\$0	\$6,313	\$47,234	\$2,486	\$49,720
NORTHEAST	7.50%	\$0	12.74%	\$9,440	2.60%	\$0	15.70%	\$0	18.39%	\$0	8.55%	\$0	\$6,313	\$15,753	\$829	\$16,582
NORTH WEST	4.01%	\$0	7.47%	\$5,535	2.07%	\$0	7.41%	\$0	8.05%	\$0	2.90%	\$0	\$6,313	\$11,848	\$624	\$12,472
SAN LUIS VALLEY	1.28%	\$0	0.97%	\$719	0.53%	\$0	1.87%	\$0	3.45%	\$0	1.15%	\$0	\$6,313	\$7,032	\$370	\$7,402
SOUTH	5.93%	\$0	4.75%	\$3,520	1.27%	\$0	5.46%	\$0	14.94%	\$0	2.75%	\$0	\$6,313	\$9,833	\$518	\$10,351
SOUTH CENTRAL	18.17%	\$0	13.86%	\$10,270	4.34%	\$0	13.14%	\$0	14.94%	\$0	11.10%	\$0	\$6,313	\$16,583	\$873	\$17,456
SOUTH EAST	1.58%	\$0	1.00%	\$741	0.40%	\$0	2.66%	\$0	3.45%	\$0	1.15%	\$0	\$6,313	\$7,054	\$371	\$7,425
SOUTH WEST	0.48%	\$0	1.89%	\$1,400	0.60%	\$0	1.97%	\$0	10.34%	\$0	1.15%	\$0	\$6,313	\$7,713	\$406	\$8,119
WEST	0.77%	\$0	2.09%	\$1,549	0.73%	\$0	2.90%	\$0	4.60%	\$0	1.15%	\$0	\$6,313	\$7,862	\$414	\$8,276
TOTAL	100.00%	\$0	100.00%	\$74,095	100.00%	\$0	100.00%	\$0	100.00%	\$0	100%	\$0	\$56,815	\$130,912	\$6,890	\$137,802

APPENDIX G

2011 COLORADO RISK BASED FUNDING FORMULA

The following funding formula will be used to establish a target baseline for each All-Hazard Region. Funding amounts are all subject to approval and are at no time guaranteed. All applicants will be required to submit written applications with itemized budgets and justification for individual projects.

Region	Threat Score	Population % of Total	Population Density	Asset Rating	Geographic Rating	Economic Index
North Central	60.28%	55.23%	87.46%	48.89%	21.84%	70.10
North East	7.50%	12.74%	2.60%	15.70%	18.39%	8.55
North West	4.01%	7.47%	2.07%	7.41%	8.05%	2.90
San Luis Valley	1.28%	0.97%	0.53%	1.87%	3.45%	1.15
South	5.93%	4.75%	1.27%	5.46%	14.94%	2.75
South Central	18.17%	13.86%	4.34%	13.14%	14.94%	11.10
South East	1.58%	1.00%	0.40%	2.66%	3.45%	1.15
South West	0.48%	1.89%	0.60%	1.97%	10.34%	1.15
West	0.77%	2.09%	0.73%	2.90%	4.60%	1.15

19.77% Threat

Funding allocation based on data collected in the 2010/2011 Regional Risk Assessment and 2008-2010 Key Asset Suspicious Incidents reported to the CIAC. The threat data includes: Classified numbers of FBI cases, Immigration & Customs Cases, and suspicious Incidents as reported to the CIAC.

46.16% Vulnerability & Consequence

19.78% Population Index: 9.89% 2010 Population Forecast by County and 9.89% Population Density. Data from: http://dola.colorado.gov/dlg/demog/pop_cnty_forecasts.html and calculations based on the individual region's percent of the statewide total.

9.89% Asset Infrastructure Index (SII): 2010/2011 Regional Risk Assessment for critical infrastructure and key resource assets. Data was summarized and assigned a rating value from 1–10. This index focuses on Tier I, Tier II and other critical infrastructure/key resource assets with potential national, state or regional impacts if attacked. In order to account for the importance of the Tier I and Tier II assets, they will be weighted by a factor of two and three respectively as reflected in the following formula: $SII = (Tier\ I\ Assets * 3) + (Tier\ II\ Assets * 2) + (all\ other\ priority\ regional\ assets\ reflected\ in\ the\ CO\ risk\ analysis\ tool)$.

3.30% Geographic Attribute and Security Index: 2010/2011 Regional Risk Assessment data for geographical attributes: Visitors/Year, Mission Consequences, Psychological Consequences and Vulnerability. Data was summarized and assigned a rating value from 1–10.

13.19% Economic Index: This index represents the contribution of a Region to the State's overall GDP reflected as a percentage of the total.

34.07% Homeland Security Program Baseline

Minimum funding allocation for every All-Hazard Region to support the universal efforts of preparing Colorado's communities to be capable of preventing attacks and protecting against, responding to, and recovering from all hazards. This baseline percentage is derived from the federal funding formula and is to be used to build or maintain regional capabilities.

APPENDIX H

HOMELAND SECURITY COORDINATOR OR PROGRAM MANAGER POSITION REQUIREMENTS

Purpose: The purpose of this document is to outline the minimum tasks/functions required of the Homeland Security Coordinator or project manager as a condition of receiving Homeland Security Grant funds. Regional Boards of Directors may have additional requirements above and beyond those identified here. This document identifies key areas that the Governor's Office of Homeland Security requires.

The Homeland Security Coordinator or Program Manager shall:

- Serve as the primary point of contact for the respective Region (or entity) with regard to the Homeland Security Program for the Governor's Office of Homeland Security.
- Provide Regional (entity) updates to local elected officials on as-needed basis.
- Act as a liaison for planning, training and exercises related to All-Hazards and Homeland Security Programs.
- Attend monthly Homeland Security Coordinator Meetings as well as special meetings that may be scheduled for urgent situations.
- Facilitate multi-jurisdictional planning related to Homeland Security efforts.
- Serve as the primary point of contact for Regional risk and capability assessments including coordinating representatives from stakeholder agencies to provide input for assessment processes.
- Attend annual Improvement Planning Conference, and the Training and Exercise Planning Workshop. Assist GOHS in identifying key stakeholders that should be invited to provide input to these events.
- Communicate the requirement of multi-jurisdictional and multi-disciplinary membership to Regional Board of Directors.
- Participate in the State Homeland Security Strategy development and provide input for other statewide homeland security planning efforts.
- Coordinate the development of a Regional Homeland Security Strategic Plan.
- Coordinate the update of the Regional Tactical Interoperable Communications Plans and provide input into the Statewide Communications Interoperability Plan.
- Populate the Initial Strategy Implementation Plan and update the Bi-Annual Strategy Implementation Report, in coordination with the Governor's Office of Homeland Security, based on federal submission dates and requirements.
- Submit quarterly narrative and financial reports, in coordination with the fiscal agent.
- In coordination with the fiscal agent, support the preparation of reimbursement requests. These requests are submitted at least on a quarterly basis and must follow the guidelines and format provided by the GOHS.
- Serve as the lead for the Regional (or entity) Homeland Security Grant Development process.
- Comply with and follow all requirements established in the GOHS Grant Management Guide.
- Ensure that all purchases made with grant funds are provided only to agencies that are NIMSCAST, Resource Inventory Report and National Incident Fire Reporting System compliant.
- Work to establish and maintain a Citizen Corps Council to provide strategic guidance relating to community preparedness activities.
- Develop and submit a "State of the Region" report on an annual basis to capture activities and challenges occurring within the Region.
- Complete the Protected Critical Infrastructure Information (PCII) training and at a minimum the on-line analyst training for ACAMS offered through the Office of Preparedness and Security (OPS).
- Assist GOHS in partnership with OPS on annual data calls regarding CIKR by participating on conference calls and coordinating with their local Police Chiefs, Sheriffs, Fire Chiefs, and Emergency Managers on these annual data call efforts. Coordination on data call efforts with other organizations
- On an annual basis, the Homeland Security Coordinator or program manager, the fiscal agent, the Regional Chair of the Board of Directors and the GOHS staff, shall undergo a program evaluation.

APPENDIX I

ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING MEMO (EHPSM)

Grant Programs Directorate



Homeland
Security

OMB Control#: 1660-0115

Expiration Date: 10/31/2013

FEMA Form: 024-0-1

DEPARTMENT OF HOMELAND SECURITY

FEDERAL EMERGENCY MANAGEMENT AGENCY

ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

Paperwork Burden Disclosure Notice

*Public reporting burden for this form is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660- 0115) **NOTE: Do not send your completed form to this address.***

This form must be attached to all project information sent to the Grant Programs Directorate (GPD) to initiate an environmental and historic preservation (EHP) regulatory compliance review. Complete sections A – D of this form, as applicable; completion of this form does not conclude the EHP review process and FEMA may need to go back to you for further information. When questions are not applicable to the project, leave the field blank. This form is intended to be completed electronically. Refer to Appendix B (page 10) for guidance on how to make an aerial map (if required for your project), and refer to Appendix C (page 11) for a list of online resources to help you provide visual documentation. Contact GPD-EHP for a version of this form that is suitable for printing and completing by hand. To check (X) a box, left double-click using your mouse and a Check Box Form Field Box will appear. On the Check Box Form Field Box, select the default value as Checked and press OK. To write in a text field (____), select the text field with your mouse and begin typing.

Your completed screening form with necessary attachments must be submitted to the Centralized Scheduling and Information Desk (CSID) at askcsid@dhs.gov with the following information in the subject line of the e-mail: EHP Submission: Project Name, Subgrantee Name; Grant Award Number (i.e., EHP Submission: Camera Installation, Anytown Courthouse, 2010-AB-C1-2345).

A. PROJECT INFORMATION

Grant Program Name: _____ DHS Grant Award Number: _____

Project Name: _____ Grant Fiscal Year: _____ (Provide, if no award number is available)

- Project Type (Check all that apply):
- ☐ Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.)
 - ☐ New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.)
 - ☐ Renovations/upgrades/modifications to structures 50 years old or older
 - ☐ Communication towers, related equipment, and equipment shelters
 - ☐ Other ground disturbing activities (i.e., trenching, excavation, etc.)
 - ☐ Training and exercises (specify whether discussion-based or operations-based; operations-based only require further information below)

 - ☐ Purchase of equipment (specify type, and whether mobile/ portable, or installation will be required) _____
 - ☐ Other (specify) _____

Grantee Name (SAA): _____ Sub grantee Name: _____

State: _____ County: _____ City: _____ Agency: _____

Dollar value of grant (optional): _____

B. PROJECT DESCRIPTION/LOCATION

The following information will be required in order to complete a review for each project type. If multiple "project types" describe the same project, [i.e., physical security enhancements AND renovations of structures 50 years old or older AND other ground disturbing activities], it is not necessary to repeat information; please make a note to refer back to the previous entry.

Enter Project Description: _____

The project description should contain a brief summary of what specific action is proposed, where it is proposed, and how it will be implemented. If this proposed project will be part of a larger project, please state the funding source. If the funding source is another GPD grant, please include the award number.

Project Type: ☐ **Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): _____

Year existing building(s) or structure(s) involved in the proposed project was built: _____

Color site photos attached?

Ground-level site photos (showing where installations are proposed): ☐ Yes ☐ No

Aerial photograph with project limits outlined and with the location of any proposed installations identified (refer to Appendix B for guidance): ☐ Yes ☐ No

Will ground disturbance be required?

☐ Yes (provide total extent (*depth, length, and width*) _____) ☐ No

Has the ground been previously disturbed? ☐ Yes ☐ No

If yes, please describe the current disturbed condition of the area (i.e., parking lot, commercial development, etc.): _____

If no, include other visual documentation (*see Appendix C for a list of online mapping resources*):

Technical drawings/site plans (if available) ☐ Yes ☐ No

FEMA Flood Insurance Rate Map (FIRM), with project limits outlined ☐ Yes ☐ No

U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map, with project limits outlined
☐ Yes ☐ No

U.S. Department of Agriculture (USDA) Soil Survey Map, with project limits outlined
☐ Yes ☐ No

Will any equipment or structures need to be installed? ☐ Yes ☐ No

If yes, please explain how and where this installation is proposed to be done (*include site-specific photographs, and attach additional pages, if needed*): _____

Will the equipment use the existing infrastructure for electrical distribution systems?

☐ Yes ☐ No

Are there any known structures or buildings that are 50 years old or older in the project area or immediate vicinity? (*If yes, please provide the location of the structure(s), ground-level color photos of these structures, and identify their location(s) on the aerial map; see Appendix C for the web address of the National Register of Historic Places*) ☐ Yes ☐ No

Is there any *previously* completed environmental documentation for this project (i.e., environmental assessment, wetland delineation, archaeological study)? ☐ Yes (*please attach documentation*) ☐ No

Is there any *previously* completed agency coordination for this project (i.e., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

☐ Yes (*please attach documentation*) ☐ No

Project Type: ☐ **New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guardhouse, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): _____

Year existing building(s) or structure(s) involved in the proposed project was built: _____

Describe the setting of the area where the new installation/construction/renovation is proposed (i.e., urban, suburban, or rural; forested or open field): _____

Color site photos attached?

Ground-level site photos (showing where installations are proposed): ☐ Yes ☐ No

Aerial photograph with project limits outlined and with the location of any proposed installations identified (refer to Appendix B for guidance): ☐ Yes ☐ No

Will ground disturbance be required?

☐ Yes (provide total extent (*depth, length, and width*) _____) ☐ No

Has the ground been previously disturbed? ☐ Yes ☐ No

If yes, please describe the current disturbed condition of the area (i.e., parking lot, commercial development, etc.): _____

If no, include other visual documentation (*see Appendix C for a list of online mapping resources*):

Technical drawings/site plans (if available) ☐ Yes ☐ No

FEMA Flood Insurance Rate Map (FIRM), with project limits outlined ☐ Yes ☐ No

U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map, with project limits outlined
☐ Yes ☐ No

U.S. Department of Agriculture (USDA) Soil Survey Map, with project limits outlined

☐ Yes ☐ No

Will any equipment or structures need to be installed? ☐ Yes ☐ No

If yes, please explain how and where this is proposed to be done (*include site-specific photographs, and attach additional pages, if needed*): _____

Are there any known structures or buildings that are 50 years old or older in the project area or immediate vicinity? (*If yes, please provide the location of the structure(s), ground-level color photos of these structures, and identify their location(s) on the aerial map; see Appendix C for the web address of the National Register of Historic Places*)? ☐ Yes ☐ No

Is there any *previously* completed environmental documentation for this project (i.e., environmental assessment, wetland delineation, archaeological study)? ☐ Yes (*please attach documentation*) ☐ No

Is there any *previously* completed agency coordination for this project (i.e., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

☐ Yes (*please attach documentation*) ☐ No

Project Type: ☐ **Renovations/upgrades/modifications to structures 50 years old or older**

Is the building or structure listed in the National Register of Historic Places, or has it previously been determined eligible for listing in the National Register of Historic Places? (*See Appendix C for the web address of the National Register of Historic Places*) ☐ Yes ☐ No ☐ Unknown

Project Location (*physical project address or latitude/longitude of project location*): _____

Year existing building(s) or structure(s) involved in the proposed project was built: _____

Color site photos attached?

Ground-level site photos (showing where installations are proposed): ☐ Yes ☐ No

Aerial photograph with project limits outlined and with the location of any proposed installations identified (refer to Appendix B for guidance): ☐ Yes ☐ No

Will ground disturbance be required?

☐ Yes (provide total extent (*depth, length, and width*) _____) ☐ No

Has the ground been previously disturbed? ☐ Yes ☐ No

If yes, please describe the current disturbed condition of the area (i.e., parking lot, commercial development, etc.): _____

If no, include other visual documentation (*see Appendix C for a list of online mapping resources*):

Technical drawings/site plans (if available) ☐ Yes ☐ No

FEMA Flood Insurance Rate Map (FIRM), with project limits outlined ☐ Yes ☐ No

U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map, with project limits outlined
☐ Yes ☐ No

U.S. Department of Agriculture (USDA) Soil Survey Map, with project limits outlined

☐ Yes ☐ No

Will any equipment or structures need to be installed? ☐ Yes ☐ No

If yes, please explain how and where this is proposed to be done (*include site-specific photographs, and attach additional pages, if needed*): _____

Are there any known structures or buildings that are 50 years old or older in the project area or immediate vicinity? (*If yes, please provide the location of the structure(s), ground-level color photos of these structures,*

and identify their location(s) on the aerial map; see Appendix C for the web address of the National Register of Historic Places) ☐ Yes ☐ No

Is there any *previously* completed environmental documentation for this project (i.e., environmental assessment, wetland delineation, archaeological study)? ☐ Yes (please attach documentation)? ☐ No

Is there any *previously* completed agency coordination for this project (i.e., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

☐ Yes (please attach documentation) ☐ No

Project Type: ☐ **Communication towers, related equipment, and equipment shelters**

Project Location (physical project address or latitude/longitude and elevation above mean sea level of project location): _____

Year existing building(s) or structure(s) involved in the proposed project was built: _____

Color site photos attached?

Ground-level site photos (showing where installations are proposed): ☐ Yes ☐ No

Aerial photograph with project limits outlined and with the location of any proposed installations identified (refer to Appendix B for guidance): ☐ Yes ☐ No

For projects involving antenna (e) installations on existing towers, provide the height of the existing tower _____ and the height of the tower following the installation of the new antenna (e) _____.

For new projects, state the total height (in feet) of the communication tower or structure, including any antennae to be mounted: _____

If the proposed tower height is greater than 199 feet above ground level, state why this is needed to meet the requirements of the project: _____

Will the tower be free-standing or require guy wires? ☐ Free standing ☐ Guy wires

If guy wires are required, state number of bands and how many: _____

State why a guyed tower is needed to meet the requirements of this project: _____

What kind of lighting will be installed, if any (e.g., white strobe, red strobe, or steady burning)? _____

Have measures been incorporated for minimizing impacts to migratory birds? ☐ Yes ☐ No

If yes, describe: _____

Has an FCC registration been obtained for this tower? ☐ Yes ☐ No Registration #: _____

Has the FCC E106 process been completed? ☐ Yes ☐ No

Has the FCC TCNS process been completed? ☐ Yes ☐ No If yes, attach all relevant environmental documentation submitted as part of the registration process, including use of the Tower Construction Notification System (TCNS), if applicable.

FRN# _____

Will ground disturbance be required?

☐ Yes (provide total extent (*depth, length, and width*) _____) ☐ No

Has the ground been previously disturbed? ☐ Yes ☐ No

If yes, please describe the current disturbed condition of the area (i.e., parking lot, commercial development, etc.): _____

If no, include other visual documentation (*see Appendix C for a list of online mapping resources*):

Technical drawings/site plans (if available) ☐ Yes ☐ No

FEMA Flood Insurance Rate Map (FIRM), with project limits outlined ☐ Yes ☐ No

U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map, with project limits outlined
☐ Yes ☐ No

U.S. Department of Agriculture (USDA) Soil Survey Map, with project limits outlined

☐ Yes ☐ No

Will any equipment or structures need to be installed? ☐ Yes ☐ No

If yes, explain how and where this is proposed to be done (*include site-specific photographs, and attach additional pages, if needed*): _____

Are there any known structures or buildings that are 50 years old or older in the project area or immediate vicinity? (*If yes, provide the location of the structure(s), ground-level color photos of these structures, and identify their location(s) on the aerial map; see Appendix C for the web address of the National Register of Historic Places*) ☐ Yes ☐ No

Is there any *previously* completed environmental documentation for this project (i.e., environmental assessment, wetland delineation, archaeological study)? ☐ Yes (*attach documentation*) ☐ No

Is there any *previously* completed agency coordination for this project (i.e., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

☐ Yes (*attach documentation*) ☐ No

Will equipment be co-located on existing FCC licensed tower or other structure? ☐ Yes ☐ No

If yes, type of structure: _____

If no, please complete Appendix A.

Project Type: ☐ **Other ground disturbing activities (i.e., trenching, excavation, fiber optics, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): _____

Year existing building(s) or structure(s) involved in the proposed project was built: _____

Color site photographs and maps attached?

Ground-level site photos (showing where ground disturbance are proposed): ☐ Yes ☐ No

Aerial photograph with project limits outlined and with the location of any proposed ground disturbance identified (refer to Appendix B for guidance): ☐ Yes ☐ No

What type of ground disturbance is needed and why (*i.e., utility trenching, etc.*)? _____

Provide the total extent of ground disturbance required (*depth, length, and width*): _____

Has the ground been previously disturbed? ☐ Yes ☐ No

If yes, please describe the current disturbed condition of the area (*i.e., parking lot, commercial development, etc.*): _____

If no, include other visual documentation (*see Appendix C for a list of online mapping resources*):

Technical drawings/site plans (if available) ☐ Yes ☐ No

FEMA Flood Insurance Rate Map (FIRM), with project limits outlined ☐ Yes ☐ No

U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map, with project limits outlined
☐ Yes ☐ No

U.S. Department of Agriculture (USDA) Soil Survey Map, with project limits outlined
☐ Yes ☐ No

Will any equipment or structures need to be installed? ☐ Yes ☐ No

If yes, please explain how and where this is proposed to be done (*include site-specific photographs, and attach additional pages, if needed*): _____

Are there any known structures or buildings that are 50 years old or older in the project area or immediate vicinity? (*If yes, provide the location of the structure(s), ground-level color photos of these structures, and identify their location(s) on the aerial map; see Appendix C for the web address of the National Register of Historic Places*) ☐ Yes ☐ No

Is there any *previously* completed environmental documentation for this project (*i.e., environmental assessment, wetland delineation, archaeological study*)? ☐ Yes (*please attach documentation*) ☐ No

Is there any *previously* completed agency coordination for this project (*i.e., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office*)?

☐ Yes (*please attach documentation*) ☐ No

Project Type: ☐ **Training and Exercises (field-based only)**

If the training is discussion-based or an operations-based functional exercise, then no further information is required. If the training is operations-based, then provide the following:

Will the operations-based training take place at an existing facility having established procedures for that particular proposed exercise, and that conform with existing land use designations (refer to Information Bulletin #329 Clarification for further information)? ☐ Yes ☐ No

If yes, please provide the name and location of the facility: _____

Does the training exercise differ in any way (frequency, amount of facilities/land used, materials or equipment used, number of participants, type of activities, etc.) from previously permitted training exercises and training practices? ☐ Yes ☐ No

If yes, explain any differences between the proposed activity and those that have been approved in the past, and the reason(s) for the change in scope. _____

If yes, the operations-based training is taking place at an existing facility (as described above), no further information is required. If the operations-based training is not occurring at an existing facility, provide the following:

Project Location (*physical project address or latitude/longitude of project location*): _____

Year existing building(s) or structure(s) involved in the proposed project was built: _____

Will ground disturbance be required to prepare the training site? ☐ Yes ☐ No

If yes, give total extent (*depth, length, and width*), and provide visual documentation: _____

Color site photos attached?

Ground-level site photos (showing where installations are proposed): ☐ Yes ☐ No

Aerial photograph with project limits outlined and with the location of any proposed installations identified (refer to Appendix B for guidance): ☐ Yes ☐ No

Has the ground been previously disturbed? ☐ Yes ☐ No

If yes, please describe the current disturbed condition of the area (i.e., parking lot, commercial development, etc.): _____

If no, include other visual documentation (*see Appendix C for a list of online mapping resources*):

Technical drawings/site plans (if available) ☐ Yes ☐ No

FEMA Flood Insurance Rate Map (FIRM), with project limits outlined ☐ Yes ☐ No

U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map, with project limits outlined
☐ Yes ☐ No

U.S. Department of Agriculture (USDA) Soil Survey Map, with project limits outlined

☐ Yes ☐ No

Will any equipment or structures need to be installed to facilitate training? ☐ Yes ☐ No

If yes, explain how and where this is proposed to be done (*include site-specific photographs, and attach additional pages, if needed*): _____

Describe the scope of the proposed training (purpose, frequency, facilities/location needed, materials and equipment needed, number of participants, and type of activities required) (*Attach additional pages, if needed*):

Is there any *previously* completed environmental documentation for this project (i.e., environmental assessment, wetland delineation, archaeological study)? ☐ Yes (*please attach documentation*) ☐ No

Is there any *previously* completed agency coordination for this project (i.e., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

☐ Yes (*please attach relevant documentation*) ☐ No

Project Type: ☐ **Purchase of equipment (specify what equipment, and the quantity; for generators, please state the capacity) _____**

Will any equipment need to be installed? ☐ Yes ☐ No

If yes, please explain how and where this is proposed to be done (*include site-specific photographs, and attach additional pages, if needed*): _____

Year existing building(s) or structure(s) involved in the proposed project was built: _____

C. CONSIDERATION OF RESOURCE IMPACTS

When completing this section, state a specific reason [i.e., “there will be no impacts to geology and soils because this project will not involve any ground disturbance”] and cite a source [i.e., local master plan, previous environmental assessment, correspondence with US Fish and Wildlife Service, correspondence with State Historic Preservation Office, FEMA Floodplain Insurance Rate Map (FIRM), etc.] to support a response of “no impact” or “potential to impact.” *This section is not required for the purchase of mobile and portable equipment or classroom-based training, or field exercises to be conducted at an existing facility having established procedures for that particular proposed exercise.*

Identify potential impacts to the following resources	No Impact	Potential to Impact	Reason/ Data Source/Agency
Noise			
Air quality			
Water resources, including surface water, groundwater, wetlands, coastal areas, and floodplains			
Geology and soil resources, including prime and unique farmlands and hydric soils			
Biological resources, including general vegetation, wildlife, wildlife habitat, migratory birds, and wetland habitat			
Threatened and endangered species and critical habitat			
Cultural resources, including architectural resources, archaeological resources, and			

Traditional Cultural Properties			
Buildings or structures 50 years old or older			
Socioeconomic resources, including economic development, demographics, and demand for housing and public services			
Environmental justice (minority and low-income populations)			
Aesthetics and visual resources			
Human health and safety			
Infrastructure, utilities, transportation and waste mgt.			
Land use planning and zoning			
Hazardous waste/contamination			
Community facilities and services			

D. OTHER INFORMATION *(answer the following questions/provide requested information.)*

Are personnel preparing this form familiar with the site? ☐ Yes ☐ No

Did personnel visit site? ☐ Yes ☐ No

Is this project one component of a larger proposed project? ☐ Yes ☐ No

If yes, please provide a description of the entire project, including funding sources (i.e., state funds, fund from another Federal agency, etc.) and, the award number, if the funding source is another GPD grant program. _____

Is the project part of an approved plan such as a Master Plan or an Implementation Plan or any larger action with an accompanying National Environmental Policy Act (NEPA) document?

☐ Yes *(provide the plan name, and include a copy of the NEPA document)* ☐ No

Is the project still consistent with the approved plan? ☐ Yes ☐ No

(If no, additional EHP compliance requirements may apply.)

Is the environmental document accurate and up-to-date? ☐ Yes ☐ No

(If no, additional EHP compliance requirements may apply.)

What was the decision of the NEPA document? *(Check one, and please attach):*

☐ Finding of No Significant Impact (FONSI) OR

☐ Record of Decision (ROD)

Agency Name _____ Date approved _____

Appendix A. Tower Impacts to Migratory Birds

If proposed towers or antennae are not proposed to be co-located with an existing licensed FCC tower or structure, please provide the following information:

A general description of terrain – mountainous, rolling hills, flat to undulating, etc.: _____

Describe the frequency and seasonality of fog/low cloud cover: _____

Provide a list of habitat types and land use on and adjacent to the site (within 800 m), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture, waterbody, marsh): _____

Is there evidence of bird roosts or rookeries present within 800 m of the proposed site? ☐ Yes ☐ No

If yes, describe: _____

Distance to nearest wetland area (forested swamp, marsh, riparian, marine, etc.) and coastline, if applicable: _____

Distance to nearest telecommunication tower: _____

Appendix B. Aerial Photography Guidance

1. Obtain aerial photo; there are multiple online sources for aerial photos that are either free or request a nominal fee.
2. Copy the aerial image.
3. Open Microsoft Paint, Power Point, or other graphics-oriented software and paste the aerial image on the canvas.
4. Using drawing tools such as line drawing, shapes, and fill colors, label exactly where facility security enhancements will be installed i.e. fencing, lighting, cameras.
5. Cut and paste completed drawing into Word document and explain details of the facility security enhancements.
6. An example of a completed product is provided below.



Applicant Name: X Bus Company

Grant Program: FY 2008 Intercity Bus Security Grant Program

Grant Number: 2008-XX-XX-0000

Project Description: Facility Security Enhancements was awarded to X Bus Company in January 2009. Above are the enhancements that we wish to make to our facility. One camera will be installed. The building that the camera will be mounted on was built in 1975. The installation will include 6,412 linear feet of chain link security fencing. A total of 4 light posts will be installed. The light posts holes will cause 12” in diameter and 36” deep of ground disturbance.

If there are known historic resources (buildings, structures, districts, sites, etc.) within sight of the facility, indicate their location on the aerial photograph also. The National Register of Historic Places can be reviewed at:

<http://nrhp.focus.nps.gov/natreghome.do?searchtype=natreghome>.

Appendix C. Online Mapping and Information Resources

National Register of Historic Places:

<http://nrhp.focus.nps.gov/natreghome.do?searchtype=natreghome>

FEMA’s Flood Insurance Rate Maps (FIRMs):

<http://www.fema.gov/hazard/map/firm.shtm>

National Wetlands Inventory:

<http://www.fws.gov/wetlands/Data/Mapper.html>

USDA Soil Survey Map:

<http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>

APPENDIX J

MATCH DEFINITIONS AND DOCUMENTATION REQUIREMENTS

What is match in the context of Colorado's Homeland Security Program?

Match is a contribution to the grant effort by the grantee, or arranged for by the grantee. Any costs/donations used for match must be allowable and allocable under the grant.

Federal funds are excluded as a source of match.

For grants awarded and administered through the Colorado Governor's Office of Homeland Security, all matches must come from non-federal sources.

What are the types of match?

Match can be cash or in-kind. Guidance on match can be found in OMB Circular A-102, however, there is some variation in the definitions of cash and in-kind among federal programs. For grants awarded and administered through the Colorado Governor's Office of Homeland Security, the following definitions will be used:

- ❖ **Cash match** means actual cash expenditure. Examples of cash match with documentation requirements are
 - Payments to third parties for goods or services related to the grant
 - ✓ Complete information on the goods and/or services provided, as well as invoices and proofs of payment
- ❖ **In-kind** means that something of value has been contributed to the grant effort, but no cash expenditure has been made. Examples of in-kind match and required documentation are
 - Unpaid, volunteer time using a rate consistent with rates paid for similar work within the grantee organization
 - ✓ Records containing names, dates and activities, signed by the volunteer and a grants official
 - Donated meeting space
 - ✓ Information on the location and standard charge for the meeting space, as well as the purpose of the meeting and the names of attendees.
 - Personnel costs under these conditions
 - ◇ Personnel are performing work for the grant
 - ◇ They are being paid at a rate consistent with rates paid for similar work within the grantee organization
 - ◇ They are NOT being paid out of the grant, or another grant
 - ◇ The payment is NOT already being used as a match for another federal grant
 - ✓ Individual time and effort reports

Documenting Match

The standards and requirements for documenting match are the same as those for documenting reimbursement requests.

If You Have Other Questions

Please contact your assigned Grant Manager if you have any questions about match or match requirements.

APPENDIX K

NON-APPROVED COURSE REQUEST FORM

Non-Approved Course Request Form

F

Course Title:

Course Description:

Mission Area: ☐ Prevent ☐ Protect ☐ Respond ☐ Recover

Level of Training: ☐ Awareness ☐ Performance ☐ Management

Training Provider:

Training Provider Contact Information or Website:

Date(s) of the Course:

Number of Attendees:

Disciplines of Attendees: *(check all that apply)*

<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Public Works	<input type="checkbox"/> Public Safety
<input type="checkbox"/> EMS	<input type="checkbox"/> Govt. Administrative	<input type="checkbox"/> Communications
<input type="checkbox"/> Fire	<input type="checkbox"/> Public Health	<input type="checkbox"/> Other
<input type="checkbox"/> HazMat	<input type="checkbox"/> Health/Medical	

Sponsoring Agency/Jurisdiction:

All-Hazards Region:

Grant Program/Year:

Budget:	
Travel	\$
Registration	\$
Instructor Fees	\$
Per Diem	\$
Lodging	\$
Supplies/Materials	\$
Other	\$
Total	=

1. How was the need for this training identified?

If an exercise after action report was used to identify the need, please identify the gap and associated corrective action. Attach a copy of the AAR and/or IP.

2. How does this training build capability?

Which capabilities and tasks listed in the TCL/UTL?

3. How does this training accomplish the goals and objectives listed in the Colorado State Homeland Security Strategy? Identify specific objectives. Explain.

4. Does this course comply with all applicable Federal, State and Local regulations, certifications, guidelines and policies deemed appropriate for the type and level of training?

☐ Yes ☐ No ☐ Unsure

SUBMIT COMPLETED FORM BY FAX TO 720-852-6750 OR JEREMY.SAX@STATE.CO.US

- Please attach any additional documentation such as the course flyer, course provider information, budget details and any applicable improvement matrix or After Action Report(s).
 - You will be required to submit an attendance roster within 30 days of the course
-

-
- **Incomplete applications will not be processed.**
-

Print Name

Signature

To be completed by SAA TPOC

Course Title:

Requesting Region:

Date Received:

Previous Approvals (*Region/Date/Grant/Fiscal Year*)

1.

2.

3.

Training Course Review

Need for Training Adequately Identified

☐ Yes ☐ No

Training Builds Capability

☐ Yes ☐ No

Training Accomplishes Strategy Goals/Objectives

☐ Yes ☐ No

Course meets all regulations, guidelines, etc.

☐ Yes ☐ No

Course Approved: ☐ Yes ☐ No

Date Approved_____ **SAA TPOC Signature**_____

Copy to Grant Manager

Copy to File

APPENDIX L

Non-Approved Course Attendance Reporting Form

G

Course Title:

Date(s) of the Course:

Number of Attendees:

Disciplines Trained: *Please indicate the number attending this delivery*

___ Law Enforcement	___ Public Works	___ Public Safety
___ EMS	___ Govt. Administrative	___ Communications
___ Fire	___ Public Health	___ Other
___ HazMat	___ Health/Medical	

Delivery Method:

Training Provider:

Sponsoring Agency/Jurisdiction:

All-Hazards Region:

Grant Program/Year:

Total Cost: \$

- Please attach the following items:
 - Budget details (if any)
 - Course sign in sheets for ALL dates of the course
- This form, with associated documentation, is due within 30 days of the course
- Failure to provide this information may result in the withholding of reimbursement requests

I certify that the above information is accurate, I have provided all necessary documentation including the course roster and all costs associated with the execution of this course are eligible according to DHS & GOHS guidelines.

Print Name

Signature

SUBMIT COMPLETED FORM BY FAX TO 720-852-6750 OR JEREMY.SAX@STATE.CO.US

To be completed by SAA TPOC

Date Received:

Pre-Approval Date:

Delivery #: ____ of 3

Cost Review: ☐ All Eligible ☐ Not Eligible ☐ Grant Supervisor Review

Reported to Webforms ☐ **Date**_____

SAA TPOC Signature_____

Copy to Grant Manager

Copy to File

APPENDIX M

STATE/FEDERAL COURSE ATTENDANCE REPORTING FORM

State/Federal Course Attendance Reporting Form

E

Course Title:

Course Catalog #:

Date(s) of the Course:

Disciplines Trained: *Please indicate the number attending this delivery*

<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Public Works	<input type="checkbox"/> Public Safety
<input type="checkbox"/> EMS	<input type="checkbox"/> Govt. Administrative	<input type="checkbox"/> Communications
<input type="checkbox"/> Fire	<input type="checkbox"/> Public Health	<input type="checkbox"/> Other
<input type="checkbox"/> HazMat	<input type="checkbox"/> Health/Medical	

Training Provider:

Sponsoring Agency/Jurisdiction:

All-Hazards Region:

Grant Program/Year:

Total Cost: \$

- Please attach the following items:
 - Budget details (if any)
 - Course sign in sheets for **ALL** dates of the course
- This form, with associated documentation, is due within 30 days of the course
- Failure to provide this information may result in the withholding of reimbursement requests

I certify that the above information is accurate, I have provided all necessary documentation including the course roster and all costs associated with the

execution of this course are eligible according to DHS & GOHS guidelines.

Print Name

Signature

SUBMIT COMPLETED FORM BY FAX TO 720-852-6750 OR JEREMY.SAX@STATE.CO.US

To be completed by SAA TPOC

Date Received:

Cost Review: ☐ All Eligible ☐ Not Eligible ☐ Grant Supervisor Review

Reported to Webforms

Date _____

SAA TPOC Signature _____

Copy to Grant Manager

Copy to File

APPENDIX N

CIAC JOB DESCRIPTION

Analyst Duties:

- Provide a centralized point of contact for information sharing between the fusion center and the analyst's regional key stakeholders for homeland security efforts. To accomplish this, the position will ensure a coherent, consistent and well coordinated relationship with the fusion center by conducting meetings between the regional sector representatives and the fusion center and its partners.
- Develop a relationship with other State, Federal, Local, Tribal and private sector entities represented in the analyst's assigned region. Coordinate these efforts through the fusion center to ensure a consistent, uniform approach to intelligence relations.
- Facilitate the timely flow of terrorism-related threat information and suspicious activity reporting between and among the response community and the fusion center.
- De-conflict regional and fusion center analytical and investigative matters as necessary.
- Identify any specific and/or specialized support needs of the assigned Region and seek the appropriate resources to meet these needs.
- Provide subject matter expertise and a regional perspective (when appropriate) to further the fusion centers analytical efforts.
- Work closely with Regional representatives to communicate the proper protocols for handling of For Official Use Only (FOUO) and Law Enforcement Sensitive (LES) material.
- Produce Regional analytical intelligence based products. Gather relevant information and Region-specific perspective for the production and distribution of all fusion center products.
- Assist fusion center staff in training events and collaboration efforts across the State.
- Provide the fusion center and its counterparts with training opportunities in regards to regionally specific related subjects and events.
- Identify CIKR in the analyst's assigned region and assist in its entry into ACAMS by working directly with the RUBICON team.
- Develop any specific Priority Intelligence Requirements (PIR's) specific to the analyst region and region representatives.
- Demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*.

Administrative Requirements:

- Participate in daily fusion center information sharing conference calls and meetings.
- Notify CIAC supervision of schedule changes and work schedules and maintain contact with the fusion center on a daily to weekly basis.
- Track all time associated with fusion center duties and responsibilities.
- Acquire and maintain all certifications and training necessary to operating fusion center databases, investigative aids and other identified systems and databases to include:
 - Personal security clearances (SF86)
 - 28 Code of Federal Regulations (CFR) Part 23 Training
 - CIAC Database
 - Automated Critical Asset Management System (ACAMS)
 - DHS Approved Analyst Training
 - Protected Critical Infrastructure Information (PCII)
 - Chemical Facility Anti-Terrorism Standards (CFATS)
 - Remain proficient in any additional accounts provided by the fusion center

APPENDIX O

MEMORANDUM OF AGREEMENT

Between The State Of Colorado Office Of Preparedness And Security And {Region Name} Regarding Grant Funded Colorado Fusion Center Regional Intelligence Analysts

I. PURPOSE. This Memorandum of Agreement (MOA) describes the partnership and responsibilities of the State of Colorado, acting through the Office of Preparedness and Security on behalf of the Colorado Information Analysis Center, Colorado's Fusion Center and the {Region Name}, each individually, "Party," and collectively, "Parties," in an effort to:

(1) Provide direct state and national level intelligence support to the region through the assignment of a regional intelligence analyst(s) to serve as an interface between the CIAC and the identified All-Hazards Region in order to facilitate intelligence and information sharing consistent with the law;

(2) Manage, analyze, fuse, tailor and responsibly disseminate information, and to facilitate the identification and prevention of threats within the scope of the Office of Preparedness and Security's authority, as defined generally in Colorado Revised Statute, 24-33.5-1604, as amended;

(3) Provide fusion center support and coordination to the principal officials and identified appropriate stakeholders within the {Region Name}

(4) Improve communication and coordination among Federal, State, local, tribal and private sector organizations and assist in developing methods to exchange relevant information in support of homeland security responsibilities of each organization.

II. AUTHORITY. This MOA is entered into by the Office of Preparedness and Security, as created by Colorado Revised Statute 24-33.5-1603; and the {Region Name}, as created by Colorado Executive Order D 013 03 and Colorado House Resolution 03-1018.

III. DEFINITIONS. For purposes of this MOA, the following terms shall have the following meanings when used herein:

A. "Classified Information" has the meaning given that term in 50 U.S.C. § 426, that is, information or material designated and clearly marked or clearly represented, pursuant to the provisions of a statute or Executive order (or a regulation or order issued pursuant to a statute or Executive order), as requiring a specific degree of protection against unauthorized disclosure for reasons of national security.

B. "Sensitive But Unclassified Information" shall refer generally to unclassified information in the possession of either Party to this MOA to which access controls or distribution limitations have been applied in accordance with applicable laws, policies, or regulations. It may include any locally-defined handling caveat or marking authorized for use by either party. It also includes unclassified information in the possession of the U.S. or Colorado Government that may be exempt from public disclosure or subject to other controls.

C. "Fusion center" means a collaborative effort of two or more Federal, State, local, or tribal government agencies that combines resources, expertise, or information with the goal of

maximizing the ability of such agencies to detect, prevent, investigate, apprehend, and respond to criminal, terrorist, or other activity related to homeland security.

D. "Regional Analyst" shall mean the person hired by the {*Region Name*} who is to perform intelligence analysis, reporting, or liaison functions and act as an official {*Region Name*} representative to the CIAC.

E. "Homeland Security Information" has the meaning given that term in 6 U.S.C. § 482, that is, any information possessed by a Federal, State, or local agency that (a) relates to the threat of terrorist activity; (b) relates to the ability to prevent, interdict, or disrupt terrorist activity; (c) would improve the identification or investigation of a suspected terrorist or terrorist organization; or (d) would improve the response to a terrorist act. Such information may be "Classified Information" or "Sensitive but Unclassified Information."

F. "Host Agency" shall refer to the agency that is the recipient of grant funds exclusively for the intended purpose of payment of the salary and benefits or other compensation related items of the selected regional analyst. Examples of a Host Agency are the named All Hazards Region or a county or municipal government agency directly involved with public health and/or safety.

G. "Information sharing environment" means the information sharing environment established pursuant to section 1016 of the Intelligence Reform and Terrorism Prevention Act of 2004, 6 U.S.C. §485.

H. "Intelligence analyst" means an individual who regularly advises, administers, supervises, or performs work in the collection, gathering, analysis, evaluation, reporting, production, or dissemination of information on political, economic, social, cultural, physical, geographical, scientific, or military conditions, trends, or forces in foreign or domestic areas that directly or indirectly affect national or homeland security.

I. "Intelligence-led policing" means the collection and analysis of information to produce an intelligence product designed to inform law enforcement decision making at the tactical and strategic levels.

J. "Terrorism information" has the meaning given that term in section 1016 of the Intelligence Reform and Terrorism Prevention Act of 2004, 6 U.S.C. § 485, that is, all information, whether collected, produced, or distributed by intelligence, law enforcement, military, homeland security, or other activities relating to—(a) the existence, organization, capabilities, plans, intentions, vulnerabilities, means of finance or material support, or activities of foreign or international terrorist groups or individuals, or of domestic groups or individuals involved in transnational terrorism; (b) threats posed by such groups or individual to the United States, United States persons, or United States interests, or to those of other nations; (c) communications of or by such groups or individuals; or (d) groups or individuals reasonably believed to be assisting or associated with such groups or individuals; and includes weapons of mass destruction information.

K. "Personally Identifiable Information" ("PII") means information which can be used to distinguish or trace an the identity of a U.S. Citizen or lawful permanent resident, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc."

IV. SCOPE.

A. Nothing in this MOA is intended to conflict with current law, regulation, or the policies and directives of OPS or the *{Region Name}*. If a term or condition of this MOA is inconsistent with such authorities, the Parties agree to address and resolve the inconsistency in a timely and legally appropriate manner, unless the matter is incapable of timely resolution, in which case the inconsistent term shall be deemed invalid, but the remaining terms and conditions of this MOA shall remain in full-force and effect.

B. This MOA, in and of itself, does not result in the commitment, obligation, or transfer of funds or other financial obligations between the Parties.

V. RESPONSIBILITIES.

A. ***{Region Name}* Responsibilities.** *{Region Name}* shall select and assign, one or more regional Intelligence Analyst(s) to coordinate with and facilitate the exchange of relevant intelligence and information consistent with applicable statutes, executive orders, Department regulations and policies. *{Region Name}* will:

(1) Ensure that the assigned regional analyst is provided appropriate data and telecommunications systems capabilities;

(2) Provide necessary personnel management support for regional analysts, in accordance with *{Region Name}* or named host agency guidelines, including consideration for promotions, awards, and other administrative actions.

B. **OPS Responsibilities.** OPS shall, consistent with applicable Federal and State statutes, regulations, executive orders and policies:

(1) provide office space, parking, unclassified land based data and telecommunications systems, and any administrative office supplies necessary to perform the tasks under this MOA;

(2) provide access to all OPS facilities, equipment, and technical information as may be required to perform the duties outlined in this MOA; and

(3) provide access to OPS databases, reports, investigations, and other information produced, retained, and/or controlled by OPS in order to garner information that may assist OPS and the region with designated homeland security responsibilities.

(4) provide appropriate training to the regional analyst, to include intelligence analysis or information sharing training incorporating an intelligence-led policing curriculum that is consistent with standard training and education programs offered to Department law enforcement and intelligence personnel; privacy and civil liberties training that is developed, supported, or

sponsored by the DHS Chief Privacy Officer and the DHS Officer for Civil Rights and Civil Liberties; and such other training as prescribed by the Director of the Office of Preparedness and Security.

C. Regional Analyst Responsibilities. Consistent with their functional duties and responsibilities as a fusion center regional analyst, the regional analyst will:

(1) Provide a centralized point of contact for information sharing between the fusion center and the analyst's regional key stakeholders for homeland security efforts. To accomplish this, the position will ensure a coherent, consistent and well coordinated relationship with the fusion center by conducting meetings between the regional sector representatives and the fusion center and its partners.

(2) Develop a relationship with other State, Federal, Local, Tribal and private sector entities represented in the analyst's assigned region. Coordinate these efforts through the fusion center to ensure a consistent, uniform approach to intelligence relations.

(3) Facilitate the timely flow of terrorism-related threat information and suspicious activity reporting between and among the response community and the fusion center.

(4) De-conflict regional and fusion center analytical and investigative matters as necessary.

(5) Identify any specific and/or specialized support needs of the assigned Region and seek the appropriate resources to meet these needs.

(6) Provide subject matter expertise and a regional perspective (when appropriate) to further the fusion centers analytical efforts.

(7) Work closely with Regional representatives to communicate the proper protocols for handling of For Official Use Only (FOUO) and Law Enforcement Sensitive (LES) material.

(8) Produce Regional analytical intelligence based products. Gather relevant information and Region-specific perspective for the production and distribution of all fusion center products.

(9) Assist fusion center staff in training events and collaboration efforts across the State.

(10) Provide the fusion center and its counterparts with training opportunities in regards to regionally specific related subjects and events.

(11) Identify CIKR in the analyst's assigned region and assist in its entry into ACAMS by working directly with the RUBICON team.

(12) Develop any specific Priority Intelligence Requirements (PIR's) specific to the analyst region and region representatives.

(13) Participate in daily fusion center information sharing conference calls and meetings. **Report to the CIAC physical location a minimum of sixteen (16) hours per month.**

(14) Notify CIAC supervision of schedule changes and work schedules and maintain contact with the fusion center on a daily to weekly basis.

(15) Track all time associated with fusion center duties and responsibilities.

(16) Acquire and maintain all certifications and training necessary to operating fusion center databases, investigative aids and other identified systems and databases to include:

- Personal security clearances (SF86)
- 28 Code of Federal Regulations (CFR) Part 23 Training
- CIAC Database
- Automated Critical Asset Management System (ACAMS)
- DHS Approved Analyst Training
- Protected Critical Infrastructure Information (PCII)
- Chemical Facility Anti-Terrorism Standards (CFATS)
- Remain proficient in any additional accounts provided by the fusion center

VI. INFORMATION SHARING AND HANDLING

A. **Key Principles.** The following key principles and standards apply to the sharing of information between the Parties in any form including verbal, paper, electronic, audio and visual:

- (1) sharing must always be in furtherance of the official duties undertaken by the Parties;
- (2) the originator of the information to be shared is considered to be the owner of that information and is accountable for deciding how information will be shared in a manner that will ensure the timely and efficient access by the Parties to all information necessary to discharge their official duties;

(3) the Parties will ensure that information will be appropriately marked to indicate the presence of handling, safeguarding, or dissemination controls and is provided with the expectation that these controls will be preserved;

(4) the sharing of personally identifiable information must be limited to that which is reasonably necessary for the intended recipient to understand, assess, or act on the information provided;

(5) information sharing must comply with all applicable laws, regulations, policies or procedures and will incorporate protection mechanisms for handling of proprietary information;

(6) the use of data by an employee of either Party in an unauthorized or illegal manner will result in a review of the factual circumstances by both Parties and potentially subject the employee to denial of further use of the originator's information, discipline by the employing agency, and/or criminal prosecution under applicable federal and/or state law;

(7) to maintain data accuracy, where necessary, the Parties will be informed of any changes to the data they have received and also notify the source of any error they discover;

(8) the Parties will ensure that all staff are educated to manage sensitive information appropriately consistent with these principles and organizational policy on the collection and uses of information during the performance of official duties;

(9) the Parties will ensure that any third parties providing a service to them agree and abide by these principles by inclusion in contracts/agreements;

(10) dissemination of information from one Party to another shall not be considered a release of information to the public, nor shall it constitute a waiver of any exemption to the release of information under the Colorado Open Records Act ("CORA") , C.R.S. 24-72-201 to 24-72-309; or the Freedom of Information Act ("FOIA"), 5 U.S.C. § 552 or similar local law;

(12) any Party in receipt of a request for information (whether pursuant to a CORA, FOIA, "sunshine," or discovery law) whose scope includes information shared by the other Party or documents developed jointly by the Parties, shall (a) consult with that Party prior to any disclosure, with the aim of developing a consensus view regarding an appropriate response, or (b) refer the request to the originating Party for a direct response to the requester; and

(B) Notwithstanding the paragraphs above, the Parties may use, disclose, reproduce, or retain, in accordance with the law of the State and applicable OPS policy, any Party-provided data or information that is or was:

- (1) already in the public domain at the time or which thereafter enters the public domain without fault or breach of this MOA by the Party;
- (2) already made known to or lawfully acquired from a third party by the Party;
- (3) previously disclosed to the Party without restriction from the other Party; or
- (4) provided or disclosed to, or independently acquired by, the Party without restrictions from its originating source.

VII. OTHER PROVISIONS.

A. Nothing in this MOA is intended to conflict with current law or regulation or the directives of either Party. If a term of this MOA is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOA shall remain in full force and effect.

B. Nothing in this MOA shall, or is intended to confer any substantive or procedural right, and this MOA shall not be construed to create a private right of action for enforcement of any of its provisions or a defense to noncompliance with any independently applicable legal obligation.

IX. ENTRY INTO FORCE, AMENDMENT, DURATION AND TERMINATION.

A. All obligations of the Parties under this MOA shall be subject to the availability of properly authorized and appropriated funds for such purposes.

B. This MOA shall become effective upon signature by both Parties and shall remain in effect for an indefinite period.

C. This MOA may be amended by the written agreement of both Parties.

D. This MOA may be terminated at will by any party upon ninety (90) days after written notification to the other Party.

For the Colorado Office of Preparedness and Security: For the {Region Name}:

Major Brenda Leffler

Director, Office of Preparedness and Security

Colorado Department of Public Safety

Date: _____

Date: _____